

---

# Procure-to-Pay Capability Summary

---

PUBLICATION DATE: November 25, 2019

**SUBJECT:** DoD Contractor Manpower Reporting

**BACKGROUND:** Department of Defense (DoD) policy requires contractor reporting of manpower data on services contracts. The Federal Acquisition Regulations (FAR) Part 4.1705 provides specifics on the data to be reported and requires Federal civilian agencies to provide this data to the System for Award Management (SAM). The publication of the joint Acquisition and Sustainment (A&S) and Personnel and Readiness (P&R) memo “Revised Department of Defense Contractor Manpower Reporting Initiative” dated October 16, 2019, extends the SAM requirement to the DoD. The Defense FAR Supplement will be updated accordingly.

**POLICY:** Title 10, U.S.C., Sections 235 and 2330a establish the requirement to report on manpower functions and costs under services contracts. The FAR provides direction on such reporting and identifies SAM as the required reporting site. Transitioning to SAM also implements the recommendation of the advisory panel under the National Defense Authorization Act (NDAA) of FY2016, Section 809, to develop a replacement approach to the inventory of contracted services. Manpower reporting also supports the National Defense Strategy to reform the Department’s business practices for greater performance and affordability.

**INFORMATION TECHNOLOGY INFRASTRUCTURE:** Contractors were previously required to report into the DoD Enterprise-wide Contractor Reporting Application (ECMRA). Beginning with the FY2020 reporting period (i.e., Q1FY2021), contractors will be required to report manpower data into the System for Award Management ([www.sam.gov](http://www.sam.gov)). SAM has long been the repository for Federal civilian reporting. SAM is a public website but those doing reporting will be required to have or obtain a SAM federal government user role and be associated with the entities for which the user will report.

**DATA STANDARDS:** The NDAA and FAR provide the minimum data required for a Services Contract report. The SAM interface provides those fields for data entry, including some data validations.

**IMPACT:** Greater performance and affordability in DoD business processes through identification of functions and missions performed by contractors that may be candidates for conversion to governmental functions. All manpower data will now be captured in a single Federal-wide portal, removing duplicate requirements and establishing a less burdensome process on both industry and Government, while improving data integrity and accuracy.

**CONTACT:**

SAM POC – Lisa Romney OUSD(A&S)/DPC at 703-697-4396, [Janice.L.Romney.civ@mail.mil](mailto:Janice.L.Romney.civ@mail.mil)

Policy POC – Jeffrey Grover OUSD(A&S)/DPC at 703-697-9352, [Jeffrey.C.Grover.civ@mail.mil](mailto:Jeffrey.C.Grover.civ@mail.mil)